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Chief, Management Staff

15 September 1959

Chief, Records Management Staff

Weekly Report for Week Ending 9 September 1959

1. Contributions

a. Tangible

- (1) Nine offices transferred 255 cu. ft. of inactive records to the Records Center.
- (2) The Center destroyed 6 cu. ft. of records, leaving a balance of 739 cu. ft. to be burned.
- (3) Completed two revised forms.

b.

b. Intangible

- (1) Evaluated two Employee Suggestions.

2. Assignments - Active

a. Forms

- (1) Nine new and eleven revised forms.
- (2) Teletype Dissemination Information Reports and Systems.
- (3) Revision of Dispatch Forms.
- (4) Improved Management of Stocked Forms.
- (5) New Building Project. Records Control Schedule sent to Office of Security for approval.
- (6) Expediting Printing of Information Reports.
- (7) Courier Receipt and Log Record and Agency Multi-purpose Envelope.
- (8) Improvement of Quality of Information Reports Production.

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b. Shelf Filing

- (1) Office of Personnel
- (2) Contact Division
- (3) Office of Security.
- (4) OCS
- (5) OTR
- (6) Surveyed for installation of shelving. Got Security approval of secure area.
- (7) Communications/TTF Staff. Selected shelving and got Security approval of secure area.

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c. Filing Systems

- (1) FBIS
- (2) Medical Staff
- (3) Office of Personnel
- (4) SA/DD/P
- (5) Watch Officer

d. Records Control Schedules

- (1) Executive Registry
- (2) FI Staff
- (3) New Building Project - See 2a(5).

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e. Special Projects

- (1) Revision and Reorder of Overnight Storage Boxes.
- (2) DD/P Support Records.
- (3) Predecessor Agency Records.
- (4) Entrance-on-duty and Refresher Training in Filing
- (5) Demonstrator File on Subject-Numeric Systems.
- (6) DD/P Trainees. Trainees returned to DD/P for assignment.

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f. Vital Records

3. News



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(2) Plans are being made to physically consolidate the VM vault and the Records Center.

(3) Eighty-five boxes of OSS records were transferred from National Archives to the Records Center.

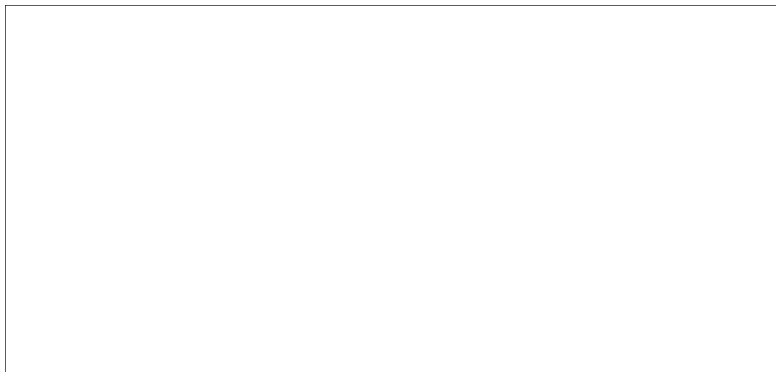


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